

Command Council Meeting Minutes – December 9, 2003

Meeting Minutes
Command Trustee Council Meeting
December 9, 2003 10:00am-4:00pm
U.S. Fish and Wildlife Service, Sacramento Ca

1. Attendees

| | |
|-----------------|---|
| Charlene Hall | U.S. Fish and Wildlife Service (USFWS)- Primary Representative |
| Tom Suchanek | USFWS – Alternate Representative |
| Steve Hampton | Calif. Dept. of Fish and Game (CDFG) - Primary Representative |
| Jennifer Boyce | National Oceanic and Atmospheric Administration (NOAA) – Primary Representative |
| Ed Ueber | NOAA – Alternate Representative |
| Carolyn Lown | Department of the Interior - Office of the Solicitor (DOI-SOL) |
| Joanne Kerbavaz | California Department of Parks and Recreation (Parks) – Alternate Representative |

Representatives of the California State Lands Commission (CSLC) could not attend the meeting but had previously delegated their proxy vote, for this meeting, to Steve Hampton of CDFG.

2. Agenda. The agenda (attached) was reviewed and approved.

3. Meeting Minutes. Meeting minutes from September 9, 2003 and November 13, 2003 were reviewed and approved. Joanne Kerbavaz will provide updated contact information on Dave Vincent. Charlene Hall will update the contact list.

3. Administrative Record. Charlene Hall will update the administrative record to include public comment documents, prior to the release of the Draft Restoration Plan, and send to Kolleen Bannon and Ed Ueber.

4. Financial Update. **i) Financial Update**. As of December 9, 2003, the restoration account balance is \$4,051,486. To date, \$503,100 in interest has accrued and the Council has allocated \$420,000 to Council agencies to fund restoration planning activities. **ii) Cost Documentation**. Cost Documentation Committee will review all cost documentation packages within thirty days of this meeting and provide an update to the Council. **iii) Annual Budgets**. Pursuant to the MOU, CSLC will provide their 2003/2004 annual budget to Council. **iv) Investments**. Council discussed investment options and strategies for restoration moneys in the NRDAR fund. To assist in appropriating funds between investment accounts, Council members will submit 6 and 12 month budget estimates for each proposed project they may be overseeing. Charlene Hall will summarize all information and provide investment options to Council at the next meeting.

5. Restoration Plan. The Council discussed comments on the Draft Restoration Plan. The Council discussed timeline and process for publication of restoration plan. Jennifer Boyce will coordinate with CSLC to determine if their draft comments can wait to be incorporated into the Final plan (Mark Meier, subsequently, confirmed with Jennifer Boyce, via phone, that CSLC's comments can wait to be incorporated into the Final Plan). CSLC will submit specific suggestions for any changes to the working draft document for consideration into the Final Plan. Steve Hampton will make sixty copies of the Draft Plan, of which copies will be mailed to proposed proponents and agencies, and the remaining balance of copies brought to the Public Meeting. Charlene Hall will coordinate the public notice mailings and advertisements.

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6. Public Meeting. Joanne Kerbavaz will reserve a public meeting room for 6:00 pm to 8:30 pm on January 29, 2004. Charlene Hall and Steve Hampton will present the Plan and proposed projects at the Public Meeting.

7. Proposal Updates. Council watched a video on New Zealand rat eradication projects. Council will discuss the approval, overseeing and reporting process for proposed projects (should they ultimately be approved) at the next meeting.

8. Tasks and Next Meeting. Next meeting will be held on January 29, 2004, prior to the Public Meeting, from 1:00 pm to 4:00 pm. Joanne Kerbavaz will locate and reserve a meeting room in Half Moon Bay.

Tasks:

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| i) | Provide updated contact information on Dave Vincent. | Kerbavaz |
| ii) | Update the contact list. | Hall |
| iii) | Update the administrative record to include public comment documents, prior to the release of the Draft Restoration Plan, to Kolleen Bannon and Ed Ueber. | Hall |
| iv) | Review all cost documentation packages within thirty days and provide an update to the Council. | Verue-Slater Bannon Lown |
| v) | To assist in appropriating funds between investment accounts, Council members will submit 6 and 12 month budget estimates for each proposed project they may be overseeing. | Hampton Hall Boyce Mongano |
| vi) | Summarize proposed budget information and provide investment options to Council at the next meeting. | Hall |
| vii) | CSLC will submit specific suggestions for any changes to the working draft document for consideration into the Final Plan. | Mongano |
| vii) | Make sixty copies of the Draft Plan, of which copies will be mailed to proposed proponents and agencies, and the remaining balance of copies brought to the Public Meeting. | Hampton |
| ix) | Coordinate the public notice mailings and advertisements. | Hall |
| x) | Reserve a public meeting room for 6:00 pm to 8:30 pm on January 29, 2004. | Kerbavaz |
| xi) | Present the Plan and proposed projects at the Public Meeting. | Hampton Hall |

Tasks carried forward from previous meetings:

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| i) | Provide budget and funding request (if needed) to Council. | Mongano |
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Attachment A

AGENDA
Command Council Meeting
U.S. Fish and Wildlife Service's Sacramento Office
Conference Room A
December 9, 2003, 10:00 am – 4:00 pm

1. REVIEW & APPROVE AGENDA
2. APPROVAL OF PAST MEETING MINUTES
9/9/3
11/13/3
3. ADMINISTRATIVE RECORD
4. FINANCIAL UPDATE
Funding Requests
Allocations
Investments
5. RESTORATION PLAN
Review Status
Publishing Schedule & Logistics
6. PUBLIC MEETING
Date
Comment Period
Presentation(s)
7. PROPOSAL UPDATES
NZ Project video and posters
Process for overseeing projects
Permitting, planning, reporting to Council
8. REVIEW TASKS & NEXT MEETING